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	ROUTIN	G AND	RECOR	D SHEET
SUBJECT: (Optional)				
Annual Occupations	al Safety	and He	alth Re	eport
FROM:			EXTENSION	NO.
C/IMSS/OL				DATE
				26 November 1986
T(building)		T	OFFICER'S	COMMENTS (Number each comment to show from who
***	RECEIVED	PORWARDED		to whom. Draw a line across column after each common
1. _EO/OL				Attached is the OL
2.		100		Annual Occupational Safety
DD/L				and Health Report submitted to IMSS by
	- 6	14		DC/SD. This report is an
D/L	1	ALI J		annual report that OL must submit to OMS/Safety
	- 4			Division for inclusion in a comprehensive report
~.				covering the Agency's
5.				Occupational Safety and Health Program for FY 86.
				The Agency report will be
6. IMSS/OL				prepared by the Safety Division for submission to
IMDD/ OI				the Secretary of Labor.
7		-		This report was prepared in accordance
				with specific guidelines
8.				as provided by the Secretary of Labor.
				D/L signature is
9.				recommended.
10.				
11.				
12.				
13.				
4.				
15. ·				
PM / 3 A use company				

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SUBJECT: (Optional)					
Annual Occupational	Safety	and He	alth Re	eport	
FROM:			EXTENSION	NO.	
C/IMSS/OL				DATE	
				26 No	vember 1986
T les (enicer designation, room number, an puilding)	D.	ATE	OFFICER'S	COMMENTS (Number	each comment to show from w
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line	across column after each comm
1.					3
EO/OL	. 1/	loc		1	d is the OL upational Safet
2.	<u> </u>			and Health	
DD/L	1/2	ا		submitted	
3.		Υ			is report is an ort that OL mus
D/L	1	ALI		submit to	OMS/Safety
	и	Y .	_		or inclusion in
4.		<u> </u>			nsive report he Agency's
				Occupation	al Safety and
5.					gram for FY 86.
					report will be y the Safety
6 IMSS/OL				Division f	or submission t
			·		ary of Labor.
1					port was n accordance
				with speci	fic guidelines
8.				as provided Secretary	
					nature is
9.				recommende	
y .					
0.			1		
1.					
2.					
3 .					
4.					
					
5.			1		

	ROUTIN	G AND	RECOR	D SHEET
SUBJECT: (Optional)		- AITE	- RECOR	31121
Office of Logistics A	nnual	Occupa	tional	Safety and Health Report
fROм: John M. Ray			EXTENSION	NO.
Director_of_Logistics	/DDA			DATE
				26 November 1986
TL., union, unio	U	AIE	OFFICER'S	COMMENTS (Number each comment to show from whom
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.)
1.				
C/Safety Div/OMS				
2.				
3 .		-		1
3 .				
4.				
5.				
		,		
6.		 		
7.				·
8.				
9.				
10.				
11.				
12.				
13.				
14.				
· · · ·				
15.				
ORM 610 USE PREVIOUS				

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26 NOV 1986

MEMORANDUM FOR: Chief, Safety Division, Office of Medical

Services

FROM: John M. Ray

Director of Logistics, DDA

SUBJECT:

Office of Logistics Annual Occupational Safety

and Health Report

1. Attached is the Office of Logistics Annual Occupational Safety and Health Report for 1986. The paper includes the FY 86 accomplishments, goals for FY 87, and suggestions for the future.

2. The report is divided by divisions within OL and does not duplicate those programs for which the Safety Division is solely responsible.

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John M. Ray

Attachment: As stated

This memorandum unclassified when separated from attachment

OL 4165 86

25X1



OCCUPATIONAL SAFETY AND HEALTH PROGRAM

· ANNUAL REPORT FOR CY_1986

NAME AND ADDRESS OF FACILITY/COMPONENT

25X1	
25 X 1	NUMBER OF EMPLOYEES
	NAME OF FACILITY/COMPONENT SAFETY OFFICER
25X1	ACTING SAFETY OFFICER

YES

NC

ADMINISTRATION

1.	Has issu	the head of your Facil ues a policy statement			
	a.	Emphasizes his/her consafe and healthful wo	nmitment to a rkplace?	X	
	b.	Charges all levels of be responsible and accepte the program?	X		
•	c.	Requires employee compapplicable OSHA and/orstandards?	X		
	đ.	Has been communicated personnel?	<u> </u>		
	е.	Assures employee OSHA	rights?	<u>X</u>	
2.	supe	the Official in Charge rvise the person(s) res managing the CSHA progr	ponsible		<u> </u>
3.	COmm	frequently does your Fa unicate officially with th matters?	cility/Component S the Official in O	Safety Off Charge on	icer meet or safety and
			Meet	Communio	<u>cate</u>
	a.	At least weekly		X	_
	b.	At least monthly			_
	c.	At least quarterly	X		_
	d.	Other		-	-
	If ot	ther, please explain.			

	4.	How frequently does your Official in Charge communicate with the person(s) responsible for managing the OSHA program?
		a. Daily
		b. At least weekly
		c. At least monthly <u>X</u>
		d. At least quarterly
		e. Other
		If other, please explain.
	5.	Who manages your safety and health program? If you have different individuals for safety and health, list both and identify their assignments.
25 X 1		Name
		Title_ Acting Safety Officer
		Nama
		Name
		Title
	6.	What is the approximate percent of time this (each person spends on the OSHA program?
	7.	Were the financial resources received in calendar year adequate for the following purposes?
		a. Occupational Safety and health personnel. Yes No
		b. Training X
		c. Inspection/evaluations x
		d. Personal protective equipmentx

S E C R E T

8.

*or

9.

SECRET

	2 2 0	1 2 1		
			YES	NO
е.	Abatement		<u>X</u> _	
f.	Program promotional items		<u>X</u> _	
g.	Medical surveillance program for employees		<u>X</u>	
h.	Safety and health sampling, laboratory, and analytical ed	testing, quipment	<u>X</u> _	<u></u>
i.	Technical information, documperiodicals, etc.	ents,	<u>x</u> _	
and	ide the total number of full- field personnel in the follow. .2(s).	time safety a ing categorie	nd health s as defin	headquarters ned in 29 CFR
			Hqtrs.	Field
a.	Safety Professionals (GS-018, 019, 081, 803, 804, 1815, 1825, 2125, etc.*)		N/A	_N/A_
b.	Health Professionals (GS-602, 610, 645, 690, 699, 1306, 1311, 1320, etc.*)		<u> N/A</u>	N/A
equa	lly qualified military, agency	, or nongover	nmental p	ersonnel.
Prov heal	ide the total number of part-t th headquarters and field pers	cime (collater sonnel.	al duty)	safety and
	Total numbe		Approxima full-time equivalen	•
а.	Headquarters personnel 1		85%	
b.	Field personnel N/A	1	N/A	
Colur	an 2 equals the percent of col	umn l in full	-time equ	ivalency.

PLANNING

		<u>YES</u>	NO
10.	Have safety and health program goals and objectives been established?	X	
11.	What were the <u>primary</u> occupational safe achieved during Calendar Year.	ty and health p (Briefly list.)	rogram goals
	Please see attached		
12.	What <u>primary</u> occupational safety and hea achieved during Calendar Year?	alth program goa (Briefly list.)	als were <u>not</u>
	N/A .	_	•
	,		
		·	
13.	How often are your goals and objectives	reviewed?	
	a. Monthly		
	b. Quarterly <u>X</u>		
	c. Semiannually		
	d. Annually		
	e. Other		
		YES	NO
14.	Are your OSHA goals and objectives inclu in your Facility/Component's quarterly r system (management by objectives - MBC's	eview	
	program executive plan - PEP) or other s system?	imilar	_ <u>X</u>

GOALS AND OBJECTIVES FOR CY.

15. Briefly list your primary goals for Calendar Year.

 Please	see	<u>attachment</u>			 _	
						
 				 	 	
 				 	 	
 				 	 	
		•				

16. To what extent are planning factors a. through f. below used in planning the program elements listed in the right-hand columns? (N = Never; R - Rarely; S = Sometimes; F = Frequently; and A = Always)

	•	ī	DI	DOCD AM	ELEMENTS		
		<u> </u>	P			<u> </u>	,
		I	-	I	B	!	Į.
	•	N	l T	l N	ט !	A P	ļ
		l s	R	F	D S	l B R	ļ
		1 P	A	1 0	GT	AI	1 0
		E	I	l R	I E A	TO	ΓΙ
		l c	N	M	I F	ER	H
		T	I	A	F	MI	E
		Ī	l N	T	l & I	ET	l R
		ĺ	G	İ	1 .0x 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 1
	PLANNING FACTORS	•	ı G	• –			l .
	PLANNING FACICES	N	1	C	G	TE	1
		<u> s</u>	<u> </u>	N		S	1
a.	Injury and illness inci- dence data.	 	 F	 S	 S	 S	
	 Lost workday cases Total cases 		F F				
b.	Injury and illness (OWCP) cost data	S 	S	l S	l N	l s	
c.	Recognized hazard data	F	F	F	S	S	
d.	Employee reports of unsafe and unhealthful working conditions	 S	S !	S	 S 	S	
e .	Recommendations of employee representatives		F !	S	 S	S	
f.	Other N/A		İ	 		! !	

S E C R E T

1/.	specific hazards been conducted by your staff or by outside consultants within the past year?	YES	NO_X	
	If yes, briefly describe.			
				 -
	•		·	

MEASURES EMPLOYED TO MITIGATE INJURY AND ILLNESS IMPACTS

Please complete the following table. In Section I, enter the approximate percentage of employees potentially exposed to the injuries and illnesses listed a. through h. and the appropriate letter H, M, or L (H = High, M = Moderate, L = Low or none) to indicate current priority in your hazard reduction program. In Section II, place an "X" in the appropriate portion of the table for each of the items a. through h. to indicate whether the particular countermeasure shown is being used to mitigate the impact of the injury or illness category.

												
		1		ON I				S	ECTION	II		
		PERC	CENT	H,M	, L	COUNTERMEASURES						
[(As	PE OF OCCUPATIONAL INJURY OR ILLNESS S defined on OSHA Orm No. 100F)	E	E X P O S E L	 	 		W	T O N .	PINT	R R R R R R R R R R	FREQUENTS PECTIONS	
a.	Traumatic injuries	66%		М	x			Х		<u>'</u> х	X	
b.	Occupational skin disease or disorders	 1%	 	L	X		 	Х		 X	 	
С.	Dust diseases of the lungs(Pneumoconioses)	2:	e !	L	X			х		 X	i 	
d.	Respiratory conditions due to toxic agents	 1%		М	 X		! !	х	 	 	 	
е.	Poisoning (Systemic effects of toxic materials)	0	1				 				 	
f.	Disorders due to physical agents (other than toxic materials)	0	# 		1		1				 	
g•	Disorders due to repeated trauma	0	 								j 	
h.	All other cocupational illnesses (list)	C	(F	C R	 					, 1	 	
			o r	r	r. 1							

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IMPLEMENTATION

19. The following is a list of procedures your Facility/Component developed and communicated to safety and health personnel at field establishments, to supervisors, and to employees. Please indicate by and (X) the extent of development and communication.

	Procedures	 DEVELOPED	F C	C	C
a .	For abatement of hazards when other agencies are involved.	 N/A	# 	[
b.	For employees to participate in OSHA activities on official time.	 X	l I x	X	
С.	For employees exclusive of any negotiated procedure, to report hazardous conditions, including time limits on action, notification to reporting employee, and inspection.	 X 	 	X	
d.	To assure that employees are not subject to restraint, reprisal, or coercion for exercising OSHA rights.	 	X X	X	X
е.	To maintain a log of injuries and illnesses at each work location.	X I	X	X	 X
f.	For issuing alternate and/or supplementary standards.		 		
g.	For resolving conflicting standards	ļ	1		
h.	To permit entry of Agency OSHA inspectors to classified areas.	X	x) X	x
i.	For issuance of notice of unsafe conditions within 30 days.	X	X	x	x X
j.	For abatement and follow-up.	X	X	x !	X
k.	For evaluating performance of personnel with OSHA duties.	X	X	x	x

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20.	rigr	are employees notified about their occup ts and responsibilities? (Check as many opriate.)	ational s of the f	safety and health Following as
	a.	Poster	x	_
	b.	Administrative directive	X	
	c.	Routine part of new employee orientation procedures	X	
	d.	Periodic publications	X	
	e.	Other (list):Supervisor's mini- safety meetings	X	
	f.	No formal methods employed		
21.	addi	many of the following methods are routine tional occupational safety and health infass appropriate).	ely used ormation	to provide ? (Check as
	a.	Posters	X	
	b.	Newsletter	X	
	c.	Memoranda	X	
	d.	Pamphlets	X	
	е.	Other (list): Films & Cassettes	X	
	f.	None		
COM	MITTE	ES		
22.	and h	your Facility/Component have safety nealth committees? If yes, answer tions 23 through 28. If no, proceed	YES	<u> </u>
	to qu	estion 29.	<u>X</u> _	-
23.	How 1	ong have most of your safety and health oution?	committee	es been in
	a.	Less than one year		
	b.	1 - 2 years	-	
	c.	3 - 4 years		
	đ.	5 - 6 years		
	е.	7 years or more	<u> X</u> _	

									Approximate percent
24.	What	is th	ne t	ypical	member	ship of	your con	mmittees?	
	a.	Manag	geme	nt rep	resenta	tives			40%
	b.	Safet	y a	nd hea	lth spe	cialists	3		10%_
	c.	Emplo	yee	membe	rs				40%
	d.	Emplo	yee	repre	sentati	ves			10%
25.	What	is th ittees	e to	otal n you F	umber o acility	f safety /Compone	and heant:	alth	1
26.	How o	often	do d	commit	tees co	nduct me	etings:		
	a.	At le	ast	weekly	Y				
	b.	At le	ast	month!	ly				
	C.	At le	ast	quarte	erly	X			
	d.	At le	ast	annual	lly				
								YES	<u>NO</u>
7.	 Are written minutes taken at committee meetings 				<u> </u>				
	Is a formal report of issues and recommendations prepared?X_								
	If so	, to v	whom	is it	submit	ted?			
	Chief	,					Branch	Chiefs & a	ll Safety
	Comm	ittee	Nem	bers.					

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28.	How effective	would you	say	most	οf	your	safety	and	health	committees
	have been in	performing (the	follo	win	g fur	nctions	?		

	nave	been in performing the	rollowing	functions?		
			Not Effective	Generally <u>Ineffective</u>	Somewhat Effective	Very Effective
	a.	Identifying hazardous conditions			x	
	b.	Communicating OSHA problems to management			X	
	с.	Increasing safety consciousness in the workplace				x
	d.	Reducing accident rates				<u>x</u>
	е.	Improving health conditions			X	
	f.	Finding solutions to OSHA problems that are discovered			x	
FIEI	LD FEI	DERAL SAFETY AND HEALTH	COUNCILS ·			
					<u>YES</u>	<u>07</u>
29.	polic tion	your Facility/Component by specifically encourage in Field Federal Safety ils? (If yes, please a	ging partic / and Healt	ipa- h	X*	
*		utilitzes Agency guidel			~ ~	

25X1

30. If yes, has the policy been communicated to all Facility/Component subunits and field establishments?

X

31. Have official (management and nonmanagement) representatives to Field Councils been appointed by the head of each establishment?

<u>X</u>__

TRAINING

32. Has your Facility/Component developed safety and health training policies and procedures for the target populations listed below? (Example 2) yes, indicate the percent of the population trained in CY.)

		Prim	ary Trair	ning	Refresher		
		Yes	Percent	No	Yes	Percent	No
а.	New employees	_X	_100%	-	_ <u>x_</u>	100%	
b.	Employees assigned to operate "new" equipment	<u> </u>	100%		<u>x</u>	100%	
c.	Employees assigned to "new/different" tasks	<u>X</u>	100%		<u>X</u>	100%_	
d.	Employees in high risk jobs	<u>X</u>	100%_		<u>x</u>	100%	
е.	Top management officials			<u> </u>			X
f.	Supervisors	<u>X</u>	100%		_X_	100%	
g.	Safety and health	<u>_x</u>	100%_		_ <u>x</u> _	100%	
h.	Safety and health inspectors	_X	100%_		_X_	100%	
i.	Collateral duty safety and health personnel	_ <u>X</u>	160%		<u>X</u> _	100%	
j.	Occupational safety and health committee members	_ <u>X</u>	100%		_x_	100%	
k.	Employee representatives	_X	100%		_X_	100%	
1.	Other employees	<u>X</u>	100%		<u>X</u>	100%	

		YES	<u>NO</u>
33.	Has your Facility/Component conducted training courses during the report year to address special or unique problems identified in your areas? If yes, please list these courses. (Attach additional pages as necessary.)	<u>x</u> _	
	(Attach additional pages as necessary.)		

Course Title	Course Objective (ident. problems)	Trainee <u>Classification</u>	Number <u>Attendees</u>	Number Hours
Hazardous Cargo	For Employee Certification		28	40
Forklift Train ing	New & Potential Operators		40	20
CPR	Protection of Workforce		20	40
Forklift Refres	h All Involved Employees		75	2
Fire Fighting	Keep Fire Brigade Abreast of New Tech	nology	14	12

34. If you developed or used training materials during the report year that you think would be helpful to others, please list below. (Attach additional pages as necessary.)

	Subject Matter The Great Betrayal	Intended Audience Employees who operate material handling equip. and their Supervisors	Type of Training Material (film, slides, text) Film and Video Cassette
	The Color of Danger	Employees who operate material handling equip. and their Supervisors	16 MM Film
25 X 1	Safe Trasnport of Hazardous Materials	All persons involved with said material	Film and Video Cassette
25 X 1	Countdown to Disaster	All Personnel	Cassette

S E C R E T

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1	īΑ	J	r	Ľ	L	7	Τ.	v	1/

							YES	<u>NO</u>
35.	ins of	s your Facil pections as o all areas and office?	defined	in 29 C	R Part 19	60.2(k),	X	
36.	Whe fre	re there is a quently do yo	a known ou cond	risk of uct forma	accidents al inspect	, injuries,	or illness	es, ho
	a.	Daily						
	b.	Weekly		X	_			
	c.	Monthly						
	d.	Other			-			
37.		frequently a mally inspect		s hazardo	ous areas/	operations	of your Age	ncy
	a.	Monthly		х	. ,			
	b.	Quarterly						
	c.	Semiannually	′ 					
	đ.	Annually						
	е.	Other						
38.	Comp lea	vide an estim ponent's pers ast one peric st calendar y	onnel wordic ins	orking i	n areas i	n which at	/	_ <u>100</u> \$
39.	appr	all formal in coximately wh A professiona	at perc				,	100%
10.	Of a approvise	all formal in coximately whors?	spection at perc	ons in the	e past ca conducted	lendar year by super-	,	50%

S E C R E T

41.	Of all known unsafe or unhealthful working conditions, approximately what percent was abated within your inspection report deadlines in the past calendar year?
42.	Of all known imminent danger situations, approximately what percent was abated within your inspection report deadlines in the past calendar year?
SEL	F-EVALUATIONS
43.	Describe your Facility/Component's program of self-evaluation. Outline the procedure(s) utilized, list types of data and how collected, and indicate who conducted the evaluation (e.g., OSHA staff, I.G. staff, private contractor, another organizational unit within your Facility/Component). (Attach additional pages as necessary.)
	See Attached sheet
	Envaluations of program conducted by Chief of Operations &
	Maintenance Branch and Safety Officer
44.	Describe the results of your self-evaluations. Your discussion should assess the degree to which your Facility/Component has implemented the requirements of Executive Order 12196, the quality of the safety and health program, and any failures to meet program requirements. It should also include a description of your areas' progress in meeting your goals and objectives, and any unusual program accomplishments during the year. If applicable, describe unusual problems encountered and the results of any innovative means you employed to address those problems. (Attach additional pages as necessary.) -See attached sheets

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43.	approved, and implemented as a result of your self-evaluations? Indicate the status of each. (Attach additional pages as necessary.)
	See attached sheets

SECKET

ATTACHMENT

	Fesponse to Question 11.					
25 X 1	-	Still using Man & Manager textbook technique for inspections				
25 X 1						
		Film program on Safety - Fire Prevention.				
		Forty hours of fire brigade training at LGC				
		Training classes for forklift operators and materiel handling equipment.				
	Response to Questi	on 15.				
25 X 1	-	To continue to reduce accidents through employee and supervisor awareness and President Reagan's program				
25 X 1		for reduction of accidents in government.				
25 X 1		total accidents CY 1985 - 25 accidents, 6 with lost time total to date (21 Oct. 86) CY 86 26 accidents, 7 with lost time.				
25X1		Through our Medic CPR classes to have a sufficient number of employees trained in CPR and First Aid.				
		Strive for an overall improved ratio of trained supervisors which will equate with the table of organization for each Branch and tenant organization.				
	has comforts and facil					
	sarety in receivin	g and shipping operations and overall materiel handling.				
25X1 25X1	General	Services Administration removed empty PCB transformers from oof in FY-86, and all such items which were located at Compound have been disposed of properly and in a timely				
	fashion					
		S F C R F T				

Response to Question 43

Evaluation Factors:

- 1. Leadership and administration
- 2. Management training
- 3. Inspections
- 4. Job analysis & procedures
- 5. Investigations
- 6. Job observations
- 7. Emergency plans (fire evacuations)
- Protective and safety equipment (masks, safety shoes, goggles)
- 9. Rules & regulations
- 10. Skill training
- 11. Emergency care such as CPR, mini safety and first aid courses
- 12. Engineering controls safeguarding machinery
- 13. Purchasing controls
- 14. Communications
- 15. Hiring & placement of personnel
- 16. Program follow-up system
- 17. Reference library
- 18. State of the art changes in personnel protective equipment
- 19. State of the art training in fire/suppression, fire prevention, sprinkler systems, etc.
- 20. Good, sound fire prevention practices
- 21. Procurement of new training films on fire prevention and home fire safety and a continuing program through out the year to see that personnel are afforded the opportunity to attend.

25X1



Response to Question 44

25 X 1	has a component Safety Officer who has been trained in safety
25 X 1	management techniques by a creditable outside organization. He has attended Agency-sponsored (OSHA) 40-hour training programs.
	Safety Officer implements the safety program and follows through with the assistance of supervisors in the investigation of work accidents or
	hazards and "near misses". Selected personnel are trained in emergency
25X1	care for the ill or injured. has a full time Medical Technician
25X1	assigned to handle any extreme emergencies, and to conduct CPR and other related emergency treatment courses
20/(1	•
25 X 1	The safety program at is consistent with the intent of
25X1	CIA Safety & Health Program. has experienced relatively
	few accidents involving lost time during the past calendar year. During
25 X 1	the period 1 January 1986 through 22 October 1986 has experienced
	seven (7) lost time accidents out of 33 total accidents overall.
	Listed below are a number of safety problem areas and safety measures
	accomplished during the period 1 January 1986 through 31 October 1986.
	Fumes & Vapors - Twenty-four exhaust fans are strategically located
25 X 1	throughout to protect employees' health. Six additional fans
	are installed in overhead door openings in summertime.
	Dust Problems - GSA employs two machines, an electric sweeper and
25 X 1	electric scrubber, to reduce the amount of dust These
	machines are similar to dust removal equipment used throughout the
	industrial community. The machines are used daily, the machines are
05)//	very old and have been in a state of disrepair quite frequently over
25 X 1	the past few months. perdonnel have been discussing this
	problem with General Services Administration (GSA) in an attempt to
0574	have the machines replaced. If GSA cannot replace the machines by
25 X 1	January 1987, will reprogram funds and procure new machines
20/(1	through Agency logistics channels. floors have been sealed periodically throughout the year to reduce dust problems.
	periodically enroughout the year to reduce dust problems.

Excessive Heat or Cold

Excessive Heat - GSA established a task force to resolve excessive heat problems during the summer months. The overhead ventilating fans were repaired and are 95% operational. Defective units are awaiting spare parts replacement. The roof was painted with an aluminum reflective paint which reduced the temperature about ten percent (10%). Some relief from the hot sun was noticed as a result of this exercise.

25 X 1	Radiation - In the past has not dealt with any major radiation problem as most of our shipments involving a radiation
25 X 1	hazard are very minimal and are properly packaged upon arrival here
STAT	Roof Leaks - The roof leaks in have been corrected through the establishment of a GSA contract with a local vendor. A large 50,000 square foot quadrant which was the most seriously damaged area was completely repaired. The remaining 200,000 square feet which requires less extensive repairs was repaired in calendar year 1986. Sporadic leaks are repaired by GSA on an ad hoc basis as required.
25 X 1	Safety Shoes - All personnel are now issued two (2) pairs of safety shoes. The shoes are fitted on the job through the periodic visit of a commercial shoe truck or are purchased individually if volume
25 X 1	sales do not necessitate the truck transiting Individuals draw official funds and purchase safety shoes accordingly. Periodic inspections are made to insure that personnel are wearing safety shoes as prescribed by regulations. Supervisors are responsible for compliance with the program.
25 X 1	Housekeeping Practices - Safety Inspections - Weekly and monthly inspections are conducted on all shop tools and equipment. fire extinguishers are inspected semi-annually. A weekly safety and security inspection is made every Friday by the Safety Officer and security
25X1	inspection is made every Friday by the Safety Officer and reported in writing to the Chief Supervisors are advised to take corrective action as necessary. All supervisors are made aware of the need for good housekeeping and safety practices, and in turn, pass on their experience along to the employees under their supervision. The most current safety meeting was held in August 1986.
	Training - Scheduled and/or Recommended
25 X 1	Safety Responsibility - The National Safety Council says that the primary responsibility for safety lies with the supervisor; subsequently, is planning an updated supervisor"s training course in CY 1987.
	CPR & First Aid Classes - Six (6) or more CPR classes are planned for the calendar year 1987, and a short first aid class in concert with these CPR classes. Annual re-certification will be given to all CPR trained employees who complete the one-half day refresher course in CPR
25X1	Forklift Training - Ten (10) forklift training courses were held at for new employees. At least eight (8) will be held in CY-1987. Refresher training will be held periodically through the use of films and videotapes to remind employees about safety and hazards involved in forklift operations.

S E C R E T

Response to Question 44 continued

25X1	Fire Brigade Training Fire Brigade Training (basic fire fighting protective clothing, and self-contained breathing apparatus)
25X1 25X1	classes were held both at and on the fire training grounds at
25 X 1	Hazardous Materiels Training - As previously stated in question 11, a hazardous material training course will be conducted in the Spring of 1987 by a representative from the Department of Detense. About 35 personnel normally attend this course which includes re-certification of employees who are continually involved in handling hazardous cargo.
	<u>Fire Drills</u> - Evacuation Fire Drills and employee fire safety awareness are scheduled for early spring and throughout the year particularly during Fire Prevention Week in October.
25 X 1	Hazardous Materiels Storage - An Architectural and Engineering (A&E) study has been completed for the construction of an environmentally controlled building for the storage of hazardous materiel in an area near the proposed The construction of the hazardous area will be commensurate with the new Building D expected to be completed in 1987.
25X1	Painting of Forklifts - forklifts have been painted in house with safety approved lime/yellow OSHA approved color to have them more readily visible by employees, and all new forklifts procured hereafter are painted with the same safety approved color.
	Physical Stress - Improved environment with a new dayroom and new restroom facilities and installation of additional recreational type equipment during smoke breaks, lunch hours and before working hours provided much needed changes in these areas. Additional new improved materiel handling equipment is being acquired and office areas, including Small Purchase Section and Inventory & Audit Section, provided better office space because of renovations. Office in the Transportation Management Branch (TMB) area were reconfigured to improve the working environment. Additional offices for TMB were constructed to house the Support Section, truck dispatcher, and drivers. Completion of the renovations were accomplished in July 1986. The renovation of the men's and ladies' restrooms near front door #50 was completed on or about 10 October 1986.
25X1 25X1 25X1 25X1	New Exercise Equipment - In the interest of promoting physical fitness selected exercise equipment was procured during calendar year 1986 in coordination with Medical Technician and the physical therapist assigned to the Office of Medical Services. The therapist visited on several occasions to demonstrate the new equipment and to brief personnel on sound physical fitness programs. A new separate area adjacent to the medical office has been set up as a fitness room for personnel.

Response to Question 44 continued

25X1	Safety Committee - A safety committee consisting of several
25X1	personnel is established for improving overall safety The Group meets quarterly, and membership is rotated on an annual basis.
25 X 1	Machinery Requiring Maintenance - A preventative maintenance program is well established by
25X1	excessive wear and breakdowns of equipment. Whenever new equipment is received the manufacturer is contacted as necessary to familiarize maintenance personnel with the care, operation and repair of the equipment. This is accomplished either in house or out of house.
25X1	were surveyed and additional overhead lighting was installed in Storage & Issue Section, Classification, Repair & Disposal Section and Freight Traffic Eranch. Funds in the amount of \$43,000 have been transferred to GSA to initiate a program for improvement of the lighting where
25 X 1	necessary. In addition to the areas inside the outside compound was surveyed, and GSA installed sodium vapor lighting which has improved nightime lighting about 60%.
25 X 1	
	Primary Goals and/or Accomplishments
25 X 1	Safety and Health Program, through the efforts of management and all employees, continued on the positive side. Even
25X1 25X1	though many of operations are labor intensive and has many diversified operations, has experienced few lost time accidents which we attribute to implementation of good sound and established safety and health habits on a continued basis.
25X1	Particularly of significance during this past year is that again experienced a heavy workload setting new records for overtime worked, cargo packed, tonnage handled, vehicle mileage over the road, and productivity achieved without any corresponding increase in accidents.
25X1	plans to continue daily and weekly inspections through the various branch supervisors, and a follow-up program is in operation to record progress through the end of 1986. All personnel are encouraged to participate in physical fitness programs, good safety practices and to be aware of potential safety hazards and to report same immediately.

Response to Question 45

45. What changes in your safety and health program have been proposed, approved, and implemented as a result of your self-evaluations? Indicate the status of each. (Attach additional pages as necessary.)

Management consistently initiates a local policy statement concerning the many phases of safety Safety now has become a specific part of each agenda for management meetings. Safety is a specific requirement in Performance Appraisal Reports. All levels of supervisors are or will be trained (in the near future) in safety management to include planned inspections, accident investigation, skill training, job instruction and conduct of group meetings. Management has requested that more time be allocated by the Safety Officer to safety related activities.

Foremen and supervisors are being trained to have specific standards established to instill involvement in accident investigations, planned inspections and safety communications. Plans are being formulated for all new employees with new assignments, to include supervisors, to receive formal job orientation that includes safety, i.e., job and craft rules, accident reporting, protective equipment and safety responsibilities. A prepared plan and check list will be used to insure that the critical information is disseminated.

Inspections and planned tours are conducted on a weekly basis. Emphasis is placed on identifying the basic causes for deficiencies This gives top management high visibility to all employees and enables employees to become aware of what priority should be placed on safety. An accelerated preventative maintenance program has been implemented to reduce breakdowns and failures of equipment.

A current analysis of protective equipment needs for all employees was made. Closer coordination with more clearly defined responsibilities for safety will be paramount pertinent to all tenants insure that safety standards will be honored.

Over the road vehicle operators and forktruck lift operators through refresher courses will be instructed in operator's inspection and minor maintenance to ease the workload of mechanics.

The abatement program, as a result of the early 1984 safety inspection by DDA/Safety Staff, is 100% completed.

SECREI

25X1

25X1

MEMORANDUM FOR: Chief, Operation Support Branch,

Supply Division, OL

STAT

FROM:

Chief, Facilities Management

Division, OL

SUBJECT:

Annual Safety and Health Report

REFERENCE:

Memo for; FMD for C/OSB/SD/OL subject same

Over the past year the Facilities Management Division has accomplished the following:

- 1. Managed jointly with the Office of Medical Services/Safety Division a contract with SAIC in identifying and marking areas in the Headquarters Building as asbestos or asbestos free. Prioritized, and as directed, managed the removal of asbestos in designated areas.
- 2. Identifying areas requiring safety gear, such as, high decibel level in UPS rooms. Acquiring ear plugs and head sets to keep in each room for service personnel, escorts, etc.
- 3. Investigate injuries occurring on Headquarters compound and take necessary correction action and follow up. Such as plywood construction walkway that was slippery from rainfall. Had contractor (Allied) place non-skid material on top. Followed up on employees who had fallen to check on condition.
- 4. Identify safety hazards on Headquarters compound on a daily basis and take necessary correction action. Also take corrective action on items identified by Safety Division/OMS.
- 5. Attend training courses such as, Basic Health and Safety, CPR, and refresher courses in safety.
- 6. Invite Safety Division to attend pre-construction meetings with outside contractors.
- 7. Monitor handicap areas and take corrective action when needed.
- 8. Conduct inspections of FMD areas and initiated any corrective actions.

OL 10232-86

SUBJECT: Annual Safety and Health Report

Initiatives taken:

- 1. Enrolled more staff and cleared contractors in safety courses.
- 2. Continually identify areas on Headquarters compound which are safety problems and take corrective action.
- 3. Continue to monitor areas identified as containing asbestos and take corrective action when required.
- 4. Ensure that proper safety equipment and protective clothing available.

2 2 OCT 1986

MEMORANDUM FOR: Chief, Operations Support Branch, SD/OL

STAT

FROM:

Real Estate and Construction Division, OL

SUBJECT:

Annual Safety and Health Report

REFERENCE:

Multi-adse memorandum, same subject

The Real Estate and Construction Division in conjunction with the Fire Protection Branch, Safety Division, OMS, established a program wherein a Fire Protection Engineer representing the Safety Division is assigned to RECD for a two-three year rotational tour. This program identifies mutual benefits for our respective organizations in the planning and designing of Agency facilities in that it ensures the integration of fire protection and life safety requirements in

STAT CIA facilities.

30 October 1986

STAT

MEMORANDUM FOR:

Operations Support Branch

Supply Division, OL

STAT

FROM:

Safety Officer

Printing & Photography Division, OL

SUBJECT:

1986 Annual Occupational Safety and Health

Report

1. The following are Printing & Photography Division's responses to paragraphs 2 through 4 of the Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor, Appendix B.

PARAGRAPH 2

The Printing & Photography Division (P&PD) in conjunction with the Operations Branch, Safety Division, Office of Medical Services (OB/SD/OMS) implemented the OSHA's Chemical Hazard Communication Act 29 CFR 1910.1200. All portions of the Act have been established including briefing more than 95% of the personnel working in P&PD. Other initiatives completed were the annual screening program for hearing, issuing a policy for supervisory enforcement for hearing protection (see attached P&PD Instruction 12-3), and improving loading dock operations.

PARAGRAPH 3

The major goal for 1987 is to complete a review and update of the P&PD Building Emergency Evacuation Plan. This problem has been somewhat acute since production significantly increased and required additional equipment and supplies to be on hand. Several areas were modified over the past year to alleviate this problem leaving the evacuation plan out-of-date. Other goals are to continue exploring engineering solutions to other safety problem areas, such as, hearing conservation and housekeeping.

PARAGRAPH 4

NO COMMENTS

Administrative Internal Jse Only

STAT	2. please	If further contact me	information	or	guestions	are	required

ATTACHMENT: As stated

Administrative Internal Use Only

